

How much does it cost to register my vehicle:

The fees associated with registering your vehicle for the first time varies based on where you live. **The current price to title and register a privately owned vehicle with a regular license plate in Shelby County is as follows:**

City of Bartlett:

\$13.00 Title Fee
\$24.00 Registration
\$25.00 City Fee
\$50.00 Wheel Tax
\$112.00 Total

\$101.00 Renewal Only

City of Collierville:

\$13.00 Title Fee
\$24.00 Registration
\$27.00 City Fee
\$50.00 Wheel Tax
\$114.00 Total

\$103.00 Renewal Only

City of Germantown:

\$13.00 Title Fee
\$24.00 Registration
\$25.00 City Fee
\$50.00 Wheel Tax
\$112.00 Total

\$101.00 Renewal Only

City of Memphis:

\$13.00 Title Fee
\$24.00 Registration
\$30.00 City Fee
\$50.00 Wheel Tax
\$117.00 Total

\$106.00 Renewal Only

City of Millington:

\$13.00 Title Fee
\$24.00 Registration
\$25.00 City Fee
\$50.00 Wheel Tax
\$112.00 Total

\$101.00 Renewal Only

Shelby County:

\$13.00 Title Fee
\$24.00 Registration
\$50.00 Wheel Tax
\$87.00 Total

\$76.00 Renewal Only

- If the vehicle is leased or owned by a business, the wheel tax is \$80.00.
- The County Clerk's office accepts Cash, Checks, Master Card, Discover & American Express cards only.
- Due to restrictions imposed by VISA, the County Clerk's Office cannot accept VISA cards.



Main Location: (Downtown) **

150 Washington Avenue
8:00 AM—4:15 PM MON - FRI

Poplar Plaza:

3412-A Plaza Drive
7:00 AM—3:15 PM MON-FRI

Germantown:

2037 Exeter Road
7:00 AM—3:15 PM MON-FRI

Whitehaven:

4122 Elvis Presley Blvd. (Whitehaven Plaza)
8:00 AM—4:15 PM MON-FRI

Millington: *

4386 Navy Road
8:00 AM—4:15 PM MON-FRI

Raleigh—Frayser:

3616 Austin Peay Highway, Suite #4
8:00 AM—4:15 PM MON-FRI

Mullins Station: **

1075 Mullins Station Road, West Wing
9:00 AM—5:15 PM MON-FRI

* Also issues marriage license

** Issues marriage license and business license

When titling and registering a vehicle in Tennessee, applicants must provide two documents that prove Proof of Residency. Choose any two from the list below.

- ♦ Current MLGW utility bill, telephone bill, and the postmarked envelope the bill was mailed in.
- ♦ Current bank statement, signed rental / mortgage contract, paycheck stub or work ID.
- ♦ Current automobile insurance policy, TN drivers license, auto registration, voter registration or W-2. All of these documents must be current.
- ♦ Copy of Stationing Orders & LES—Military members only.

Wayne Mashburn Shelby County Clerk



2012



Please contact our Office at:
(901) 222 - 3000

www.shelbycountyttn.gov

FREQUENTLY ASKED QUESTIONS:

Who Must Title?

Each owner of a vehicle, except a registered dealer, must obtain title in his/her name. The owner of a vehicle must apply for certificate of title and registration at his/her local County Clerk's Office. The County Clerk will collect the proper fees and issue the registration at that time.

Does the State of Tennessee mail registration renewal notices?

Renewal notices are mailed each month, approximately six weeks in advance of expiration dates, allowing Shelby County residents adequate time for renewal. Vehicles registered to City of Memphis residents must be taken through inspection and pass the required emissions testing. It must be completed before vehicle renewal. Renewal notices are not required to renew registration; any document that includes the license plate number or vehicle identification number (VIN #), including previous renewal notices, can be used to renew your registration.

How do I title and register my vehicle?

To title and register your NEW vehicle, please submit the following documents to your local County Clerk's Office: Manufacturer's Statement of Origin, the New Vehicle Invoice (Bill of Sale) and a copy of your current registration if transferring your license plate. Some transactions may require additional documentation.

To title and register a USED vehicle, please submit the following documents to your local County Clerk's Office: a valid certificate of title properly assigned along with an Odometer Disclosure Statement, if applicable, and a copy of the current registration if transferring your license plate. Some transactions may require additional documentation.

Please note: You will need to provide two proofs of residency and identification when titling and registering your vehicle. **Please see the back of this brochure for a list of documents to verify your Identification & Residency.**

I'm in the military and want to title and register my vehicle in Tennessee. What do I do?

If you are based in Tennessee, you may go through the county in which you are based or your home of record on your LES. If your home of record is Tennessee, you may go through the Tennessee Department of Revenue, Taxpayer and Vehicle Services Division, 44 Vantage Way, Suite 160 Nashville, TN 37243-8050. The phone # is (615) 741-3101.

How can I get a duplicate title?

An application for a duplicate certificate of title may be filed through the Shelby County Clerks' Office for a fee of \$13.00. You may file your application in person or by mail. When filing in person, you must furnish proof of identity, such as a driver's license or photo identification card. If someone other than the owner of the vehicle files, they must show proof of identification and have a notarized power of attorney from the owner. If filing by mail, the owner must complete the Certification for Duplicate Certificate of Title form and return it with the fee of \$13.00 and any discharge of lien documentation if applicable, to:

Shelby County Clerk's Office

150 Washington Ave.

Memphis TN 38103

Please allow three business days for issuance of title.

How can I get a disabled parking placard?

Your physician or Christian Science Practitioner will need to complete a Tennessee Disabled Person Placard application. The application is available at your local County Clerk's Office and at the Taxpayer and Vehicle Services Division. Disabled Placards expire after two years. A month before your placard is due to expire, you should receive a renewal notice from the Department of Revenue that allows you to renew through the mail or through your local County Clerk's Office.

How may I obtain a duplicate copy of my registration?

To obtain a duplicate certificate of registration, submit your license plate number and vehicle identification number, along with the required fee of \$3.00, to your local County Clerk Office. Your Driver's License or Photo Identification Card will be required as proof of identity.

How can I renew my car tags?

By visiting one of our 7 convenient branch locations

By mail to: Shelby County Clerk, 150 Washington Ave., Memphis, TN 38103

Or online @ www.shelbycountyttn.gov

Or <https://renewals.shelbycountyttn.gov/OnlineRenewals/>

Military personnel are encouraged to take advantage of our on-line renewal option.

Do I need to have my vehicle inspected?

The City of Memphis requires an annual inspection for all vehicles registered within the CITY LIMITS. See the following Exemptions.

These exemptions are issued per U.S. Federal Register 40 CFR Part 51.

Registered Memphis vehicles OUT OF TOWN during the inspection period. (Need waiver from Memphis Motor Vehicle Inspection Bureau)

ACTIVE DUTY MILITARY personnel registered Memphis vehicles out of town during inspection period. (Need Military orders, LES)

Vehicles inspected for emissions at other federal approved programs (Reciprocal Inspections) (Need waiver from Memphis Motor Vehicle Inspection Bureau)

Four year model year vehicle will be exempt from inspection. (example: Model year 2012, 2011, 2010 and 2009, will be exempt January 1, 2012).

The exemptions will be rolling model years.

Inspections can be performed up to **90 days** prior to the registration renewal.

What do I need to bring when I come in?

The new owner of a vehicle should bring the outstanding certificate of title, assigned to him on the reverse side of the title, bearing the signature of the seller and indicating the name and full address of the new owner and lienholder (if any), the date of transfer and the purchase price. If the vehicle is less than ten years old, there must be an odometer disclosure statement. If the certificate of title was issued after January 1, 1990, the odometer statement is included on the reassignment of title. The odometer statement must contain the written signature and printed name of both the previous owner giving the odometer disclosure and the current owner receiving the disclosure. The forms may be obtained from the Shelby County Clerk's Office.

Please refer to the back of this brochure for a list of items to verify Residency.